National Aeronautics and Space Administration

Electronic Position Description System (ePDS)

What is ePDS?
The *Electronic Position Description System (ePDS)* is a NASA-developed Web-based application that will assist users in the creation, maintenance, and storage of NASA position descriptions (PDs). This will enable comprehensive and accurate documentation of position requirements and duties, which can help ensure that candidates recruited possess the skills necessary to support the Agency's mission.

Why is the Agency implementing ePDS?
The Agency will discontinue using Position Description Manager (PDM) in December 2008. This provided NASA with the opportunity to:
- ☑ Implement a NASA-developed application, with functionality designed specifically around Agency requirements and the needs of the human resources (HR) and supervisory communities.
- ☑ Further streamline and modernize human capital systems to more effectively support Agency missions and to provide improved services to stakeholders and customers.

When will ePDS be available?
ePDS is scheduled to be available Agency-wide in November 2008. Training will begin in November 2008. Further information will be sent out by the OHCM office.

Who will be impacted, and how?
- ☑ HR Specialists: Create, evaluate, and certify PDs
- ☑ Supervisors: Create and certify PDs
- ☑ Administrative POCs/Officers: Create PDs

What new functionality will be available with ePDS?
ePDS will provide users, including contractors, with improved functionality for developing and certifying PDs in ePDS.
- ☑ Edit position description text
- ☑ Complete associated paperwork online, such as the Testing Designated Position (TDP) and 1722 Worksheets
- ☑ Electronically 'sign' position descriptions

Will NASA employees (civil servants) be able to view their PDs electronically?
The long-term goal is for NASA employees to be able to view their PD electronically within the Human Capital Information Environment (HCIE) *Workforce Services* portal. However, this functionality will not be available with the initial implementation of ePDS. Over time, existing PDs will be re-entered into ePDS; however, this will vary by organization and for individual employees. In the interim, employees can still acquire copies of their PD from their HR Office.

ePDS
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Additional Information:

Additional information on ePDS is available via the HCIE *Workforce Services* portal in the *ePDS - Electronic Position Description System* Community. To get there, log-in to the HCIE *Workforce Services* portal and click 'My Communities.' If the ePDS Community does not appear in the dropdown, click 'Join Communities.' Search for ePDS or locate the ePDS Community via the list. Check the box next to the ePDS Community and then click 'Finish' in the top, right-hand corner of the page. Access to the ePDS Community is available to everyone who has HCIE access.

Access the ePDS Community via: https://hcie.nasa.gov.

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FS-2008-09-150-LaRC

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